

Addendum No. 1 to RFQ #25-45



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFQ #25-45 Kennedy
Schoolyard Renovation Design Services

From: Felisa Gárate

Date: 2/21/2025

Re: Questions and Answers

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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#	Question	Answer
1.	Will there be an organized pre-proposal site visit, or are there any instructions for firms to visit the site on our own?	The City will not be holding a pre-proposal meeting. Applicants are encouraged to visit the site located at 5 Cherry St. after school hours, which are Mon-Friday 8:00am – 3:00pm.
2.	<p>I have a question regarding the Qualifications & Experience Section , Subsection Design Team. The below states that there must be a Structural Engineer on the Design Team. I was not able to local a structural engineer requirement in the Scope of work listed. Please let me know if a Structural Engineer is in fact required to be part of the Design Team.</p> <p>Design Team – Identify the members of the full design and technical team (including an illustrative organizational chart) for the following types of work: Landscape Architect (LA); Civil, lighting, and Structural engineer; Licensed land surveyor; play safety consultant; and other relevant members to the design team. State clearly the firm’s name and any proposed individuals to be staffed on the project. Include a summary of each team member’s experience, role on the team for this project, and approximate percentage of time allocated to this project. A resume or CV of each proposed team member shall be included in the respondent’s submission.</p>	Structural engineer and Land Surveyor will not be required for this project, please omit the structural engineer. Design team shall be the following types of work: Landscape Architect (LA); Civil, and lighting engineer; Consumer Playground Safety Inspector (CPSI) consultant; and any other consultants required to complete the project.
3.	The RFQ states that the construction budget is approximately \$3,500,000 - which seems appropriate for the scope and the level of complexity listed, including the extensive public process and the scale of the renovations. However, the RFQ also lists a \$130,000 design budget, inclusive of all costs and contingencies. While the RFQ states that the design fees are "not construction budget dependent," a design fee that works out to 3.7% of the anticipated project budget is nowhere near sufficient for the level of	Neither design nor construction budgets have been finalized at this time. Design selection is not based on low bidder fees, consultants should propose fees that would complete the project.

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	service and complexity of design requested, including subconsultants. Can you confirm that both the project budget and design budget are fixed at the numbers specified, and the City is not open to negotiation of either scope or fee?	
4.	The RFQ makes reference to the City's Licensed Site Professional. Can you confirm that those services will NOT be part of the consultant's team, and will be handled under separate contract and coordinated with the design team?	The City is currently contracting with an LSP. LSP will work with design team to prepare specifications related to contaminated soil based on their findings.
5.	The RFQ does not mention a site survey as part of the scope, but also does not state that the City has or will provide a survey. Is the survey expected to be provided by the consultant team, or will the City be procuring / providing a survey separately?	The City will provide a survey and record drawings of the renovation of the Kennedy School in 1997.
6.	If the survey, provided by the City, does not adequately provide the data necessary for the design, who will be responsible to obtain the omitted information?	The City will work with the survey team to get any additional information needed.
7.	Will the site survey and soils studies be available for Site Analysis Phase beginning March 2025? If not, what is anticipated delivery date?	The survey is planned to be completed once the snow melts and the site is clear, we expect the survey in the next month. LSP testing will begin on April Vacation, with results shortly after.
8.	On the Pricing Form, there is a line for "Additional Community Meetings" but these seem to be included in the Total Project Fee. Are these intended to list a cost per meeting for the meetings above and beyond the six outlined in the scope (i.e., Additional), in which case it seems they should NOT be included in the base scope fee? Or is that line meant to cover the community meetings in each of the tasks outlined (the 6 in the RFQ), in which case the "Additional" is not appropriate?	The idea for this project and previous schoolyard projects the City have a maximum of six (6) community meetings to discuss the advancement of the design and get feedback. We included additional community meetings on the pricing form in-case the need for additional community meetings is required, and that the firms receive proper compensation for

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		this additional work meeting with the public.
9.	Regarding the answer to question #8 - that helps but my question about the pricing form remains. If I'm interpreting right, we'd list a "per additional meeting" fee on that line, but NOT total it into the "Total Project Fee" amount at the bottom, since it's not clear whether, or how many, meetings beyond the 6 planned for will be needed? And those 6 should be included in their respective stages of the design?	Yes, your assumption is correct, you will list a fee per additional meeting above the 6 planned in the scope. Those first 6 meetings will be included in your total cost for the project, but you will not include the additional meetings into that total.
10.	When does the City anticipate the second round of meetings described in 6.0 to take place? (In our experience, past early May it becomes very difficult to schedule meetings with a school community, as the end-of-year calendar becomes quite full and attention is often not available. Therefore, we have concerns about fitting the second set of meetings in the Schematic Design phase as outlined in the RFQ, especially if the City expects the final meeting round to take place "by the start of the new academic year" - that would imply a meeting over the summer?)	<p>The finalized meeting dates have not yet been determined. The City and design team will work with the school to plan these.</p> <p>Ideally, we want to get the bulk of the design completed by the end of the school-year, using the summer to advance the final design with the intention to do the final presentation when school returns.</p>
11.	Is the City aware of any contaminated soil on the site? If so, would it be possible to share that information?	At the moment, no we are not aware of any contaminated soils. We are working with an LSP to have a certain determination on what is in the soil.
12.	In Section 7.4 of the RFQ, it states: "Allocate 2hrs/day, 4 days/week throughout the construction period for construction oversight and administration." Could you please clarify if this time is expected to be spent entirely on-site, or if it can be divided between on-site work (e.g., weekly construction meetings) and off-site tasks (e.g., coordination and administration)?	A combination of site meetings, site inspections, and office work like sketches, and submittal approvals. The Team will be required to be on-site weekly with City staff and contractors.

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13.	Please confirm that irrigation design is needed for the project as referenced in the tasks under 7.2.	Yes, an irrigation design and specifications will be needed.
14.	Are hourly rates needed for subs or just the prime?	Yes, please include hourly rates for subs.
15.	The public outreach schedule identifies three rounds of two meetings each. Are those anticipated to be the same content presented to multiple stakeholders or different content? Will the content of the first meeting be presented at two separate meetings? Same question for the second meeting.	Primarily the same content, although these are two different groups, each with specific needs and asks. The school community will be focused on the needs of the children, while also keeping a safe secure playground that doesn't add any more responsibilities to the staff. They will also have more of a focus on vehicular parking and vehicular circulation. Whereas the public and the meetings associated with them would have less of a focus on parking because it doesn't affect them as much.
16.	"Finally, the last round of meetings will be held by the start of the new academic year to present the final design and anticipated construction timeline." These meetings occur during DD Phase. Is DD to begin before final design has been presented to the public and City Staff?	The idea was that details, parking arrangements, product selection can take place during this time to truth check the conceptual design can feasibly work and present the final design shortly after school starting.
17.	Please confirm that permitting is not included in the RFQ.	Permitting is not required; The City will work with contractor to have them apply for all necessary City related permits. Additional drawings may be requested by the contractor/City for clarification.
18.	Is there a Woman or Minority Business Enterprise (W/MBE) requirement for this project?	No.

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19.	Is a water park a possible alternative? Or something along the lines of a children's splashpad?	No, this is a schoolyard first and a water park is not a good fit for schools.
20.	Do busses, and if yes how many, use the drop off/pick up loop in Elm St?	The City is investigating this and will respond Early next week.
21.	Does the Elm St drop off/pick up loop queue onto Elm St at either the start or end of the school day?	The City is investigating this and will respond Early next week.
22.	RFQ states that the parking lot and bus drop-off can be reconfigured for expansion of the playground. We are assuming then that the school is open to the idea of reduced parking spaces to have a larger play space?	We are beginning to have this conversation with the school community, we believe that parking can be reconfigured to be more efficient while preserving most parking, if the school community is acceptable to removing more parking we can reduce accordingly.
23.	Has a parking analysis been performed to determine the required no. of parking spaces?	No, a parking study has not been completed.
24.	Please explain if a Letter of Introduction as described on p. 5 of the RFQ is required or if the Cover Letter as described on p. 4 will suffice. If both a Cover Letter and Letter of Introduction are required, please explain how they are different.	A Cover Letter will suffice.
25.	Lot of other Somerville schools have synthetic turf field with sports lighting for open play, soccer etc. and with sports lighting being able to play into the evening for community use. Is this a desire expressed by the school at this site? This can have impact on the price proposal to include electrical sub-consultant.	I am unsure if the question is about artificial turfs or about the lighting. We will want lighting in this space so it can be used into the evening. We don't plan for this space to have synthetic turf.
26.	<p>Please clarify project dates:</p> <ul style="list-style-type: none"> • "Site Analysis & Schematic Design Phase: March - July 2025" • "Design Development and Construction Documents Phase: July 	<p>The assumption is correct, please see the revised dates below.</p> <p>Site Analysis & Schematic Design Phase: March - July 2025</p>

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	<p>2026 – December 2026” <u>is this meant to occur in 2025?</u></p> <ul style="list-style-type: none">• “Bid and Negotiation Phase: Winter 2025” <u>is this meant to be 2026?</u>• “Construction Administration Phase: Spring 2026”	<p>Design Development and Construction Documents Phase: July 2025 – December 2025</p> <p>Bid and Negotiation Phase: Winter 2026</p> <p>Construction Administration Phase: Spring 2026</p>
27.	Are digital submissions acceptable?	Yes, bids may be submitted digitally through BidExpress. Please see section 1.3 Submission Instructions for further information regarding submitting through BidExpress.
28.	Is the current playground in scope for renovation? If yes, are there certain play elements in good condition that need to be salvaged and reused?	The small tot-lot playground closest to Cedar Street is not a part of the project.